

## DOE/NV DEVELOPED COURSE LIST

*Description:* **Managing Personal Growth**

*Length:* 16-Hours

- Increase motivation in current job
- Identify' strengths and weaknesses and how they affect the job
- Develop a plan for improvement
- Develop a development discussion plan

The basic beliefs of MPG are that:

- Individuals have the primary responsibility for their own development and job satisfaction
- The best, most immediate opportunities for increased development and satisfaction are within one's current position
- Organizational and individual success are best attained by building on strengths
- Effective manager/employee communication is the key to performance, morale, and retention of valued employees
- Feedback is essential for improvement and development to occur
- Progress demands action, gumption, and "do it now" spirit

*Audience:* All DOE/NV new employees. Class size is limited to 20 participants

*Point of Contact:* Billye Neilson, 702- 295-0239

*Description:* **DOE/NV New Employee Orientation.**

*Length:* 4- Hours

- Become aware of DOE/NV's Past, Present, and Future
- Discuss the organization chart and specific roles and responsibilities of all elements
- Discuss personnel issues and administrative requirements

*Audience:* All DOE/NV new employees. Class size is limited to 20 participants

*Point of Contact:* Audrey Clark 702-295-0954

## DOE/NV DEVELOPED COURSE LIST

*Description:* **How To Conduct a Meeting**

*Length:* 4-hours

- Discuss the importance of preparing, conducting and follow-up on meeting responsibilities
- Identify forces at work in the interaction of personalities within a group
- Identify the various techniques used to manage conflict among members
- Discuss the importance of presentation and facilitation skills

*Audience:* All DOE/NV employees. Class size is limited to 20 participants

*Point of Contact:* Audrey Clark, 702-295-0954

*Description:* **Personnel Management for Supervisors**

**A short course designed to teach the federal personnel management process.**

*Length:* Computer Based Training – 3 to 4 hours

- Grievances and Appeals
- Establishing a Drug Free Workplace
- Dealing With Poor Performance & Misconduct
- Managing Employee Work Time
- Staffing
- Employee Development
- Managing & Rewarding Performance
- Safety, Health, Workers
- Organization & Structuring Work
- Equal Employment Opportunity

*Audience:* All DOE/NV Managers

*Point of Contact:* Audrey Clark, 702-295-0954

## DOE/NV DEVELOPED COURSE LIST

*Description:* **7-Habits of Highly Effective People – Refresher**

*Length:* 8-Hours

- Discuss and give examples of the seven habits of highly effective people
- Be able to paraphrase content and emotion
- Use communication model when dealing with sensitive workplace issues
- Discuss appropriate actions to take when conflicts arise in the work place

*Audience:* All DOE/NV employees. Class size is limited to 20 participants

*Point of Contact:* Audrey Clark, 702-295-0954

*Description:* **Project Control System**

*Length:* 2-Hours

- Identify responsible authorities
- Discuss the three elements of the Project Control System
  - Work Breakdown Structure
  - Task Planning
  - Change Control
- Identify and discuss orders and guidance documents that support the Project Control System
- Identify who performs each step in the process
- Discuss accountability and identify accountable officials
- Perform a Work Breakdown Structure
- Develop a Task Plan
- Discuss elements of administering a Task Plan
- Describe how to initiate changes to a Task Plan

*Audience:* All DOE/NV employees. Class size is limited to 20 participants

*Point of Contact:* Audrey Clark, 702-295-0954

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